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Bulletin Number	29816BR
Type of Recruitment	Open Competitive Job Opportunity
Department	Human Resources Countywide Exams
Position Title	SUPERVISING CORONER's INVESTIGATOR I
Exam Number	R1639F
Filing Type	Open Continuous
Filing Start Date	01/10/2014
Filing End Time	5:00 pm PST
Salary Type	Monthly
Salary Minimum	5190.55
Salary Maximum	6806.74
Position/Program Information	Supervises the activities of a shift of investigative and support staff in the Investigative and Forensic Support Services Divisions of the Department of Coroner.
Essential Job Functions	Provides administrative and technical supervision to a shift of investigative and support staff engaged in conducting investigations to determine jurisdiction, circumstances, manner, and cause of death; plans, assigns, directs, and evaluates the work performed by investigative and support personnel; implements and maintains the department's personnel performance standards; trains subordinates in department's operational policies, procedures, and investigative techniques; provides technical direction to investigators for unusual and complex cases; reviews investigations in progress, redirects efforts of investigators, as necessary, and reviews and approves investigative reports to ensure they are complete, concise, and factual; conducts difficult, sensitive, and complex investigations, such as multiple deaths due to homicide, accident, or disaster, when only basic investigative techniques exist or a broad scope of investigative technique is required; determines and controls the processes used in the recognition, collection, and preservation of physical evidence in investigations; coordinates subordinates case investigation activities with those of other criminal justice agencies; testifies in court as an expert witness regarding investigation findings; requires to fly in aircraft, uses boats, operates vehicles, or travels in heavy equipment to conduct investigations and removes decedents and to perform duties in areas of difficult accessibility; requires to conduct activity using specialized, technical safety gear under physically challenging and demanding circumstances; bends, stoops, and lifts decedents as part of investigative duties; requires to drive a County vehicle to locations throughout the County to conduct investigation activities and transports bodies from death scenes to the Coroner's facility.
Requirements	SELECTION REQUIREMENTS: OPTION I: Two years' experience as a Los Angeles County Coroner Investigator. OPTION II: Four years' full-time paid active law enforcement experience in a governmental police agency, one year of which must have included full-time paid assignment conducting criminal investigations as an investigator or a detective.
Physical Class	Physical Class IV – Arduous: Involves frequent heavy lifting over 25 pounds, often combined with bending, twisting, or working on irregular surfaces; and occasionally requires extraordinary physical activity.
License(s) Required	A valid California Class "C" Driver License is required to perform job-related essential functions.

**Special
Requirement
Information**

**Examination
Content**

Successful applicants for this position will be required to obtain a copy of his/her driving record from the California State Department of Motor Vehicles before being appointed. A copy of your driving record must be presented at the time of your appointment. License must not be suspended, restricted, or revoked. **AN APPLICANT WHOSE DRIVING RECORD SHOWS FOUR OR MORE MOVING VIOLATIONS WITHIN THE LAST TWO YEARS WILL NOT BE APPOINTED.**

Applicants who expect to qualify through experience as a Los Angeles County Coroner Investigator must have held that County payroll title for the required time.

This examination will consist of two (2) parts:

PART I: A paper-and-pencil written test weighted 40% that consists of a combination of broad-based, job knowledge, and principles of supervision. The written test will consist of three (3) sections.

Section 1: A Broad-Based Employment Skills Test (B-BEST), which consists of written expression, reading comprehension, and data analysis and decision-making.

Section 2: A job knowledge component for this classification, which consists of knowledge of state laws, knowledge of human anatomy, and knowledge of techniques and procedures all related to coroner investigation.

Section 3: There will also be a component designed to assess principles of supervision.

NOTE: Candidates that have taken the identical written test(s) for other exams within the last twelve (12) months will have their written test scores for the identical test part(s) automatically transferred to this examination.

This examination contains test parts that may be used in the future for new examinations. Your scores will be transferred to the new examination and you may not be allowed to retake any identical test parts for at least a year.

Only those candidates who pass the written test will be eligible to proceed to the Structured Interview (Part II). Written scores cannot be given over the phone.

WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

PART II: A structured interview weighted 60%. The structured interview will assess technical knowledge, interpersonal/oral communication, analytical and decision-making ability, work skills, organizational skills, and adaptability and dependability. Candidates must achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed on the eligible register.

**Special
Information**

JOB LOCATION:

This position is located at the Department of Coroner - 1104 N Mission Rd, Los Angeles, CA 90033.

TEST PREPARATION:

Study guides and other test preparation resources including the following California Government, Penal and Health and Safety Codes are available to help candidates prepare for written employment test.

I. California Government Code (Current as of Feb 2014)

- Sections 27491 - 27491.8
- Section 27498
- Section 27520
- Sections 3300-3313

II. California Penal Code (Current as of Feb 2014)

- Section 642
- Section 643
- Section 830
- Section 830.35

III. California Health and Safety Code (Current as of Feb 2014)

- Section 7050.5
- Section 7052
- Section 7054.3
- Section 7054.4
- Section 7100
- Section 7102
- Section 7104
- Section 7105
- Section 7180
- Section 102850

These codes are available on the State of California website:

<http://www.leginfo.ca.gov/calaw.html>. Moreover, an interactive, Online Test Preparation System for taking practice tests and printable information may be accessed on the Department of Human Resources Job Resources website at: <http://hr.lacounty.gov>. Please click on "Job Info Center." In the section "Some helpful links," click on "Employment Test Preparation."

While these practice materials will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

The resulting eligible register for this examination will be used to fill vacancies in the Los Angeles County Department of Coroner.

Applications will be processed on an "as-received" basis and those earning a passing score will be promulgated to the eligible register accordingly.

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of 12 months following the date of promulgation.

No person may compete in this examination more than once every twelve (12) months.

**Vacancy
Information**

**Eligibility
Information**

Available Shift

**Application and
Filing
Information**

Any

APPLICATIONS MUST BE FILED ONLINE ONLY.

APPLICATIONS SUBMITTED BY U.S. MAIL, FAX OR IN PERSON WILL NOT BE ACCEPTED.

To apply online, please click the link below:

https://sjobs.brassring.com/1033/asp/tg/cim_jobdetail.asp?partnerid=25082&siteid=5045&areq=29816BR

INSTRUCTIONS FOR FILING ONLINE:

Apply online by clicking the link above or below that reads "**APPLY TO JOB**". You can also track the status of your application using this system. We must receive your application by 5:00 pm, PST, on the last day of filing. Note: If you are unable to attach required documents, you may fax them to (213) 380-3681.

The acceptance of your application depends on whether you have clearly shown that you meet the **SELECTION REQUIREMENTS**. Fill out the application completely and correctly to receive full credit for any related job experience you include. If your application is incomplete, it may be rejected at any stage of the selection process. All information and records are subject to verification.

SOCIAL SECURITY NUMBER:

All applicants **MUST** enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:

For candidates who may not have regular access to a computer or the internet, applications can be completed in computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD:

All applicants must file their application online using their **OWN** user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

County of Los Angeles Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Department Contact Name	Regina Lowery
Department Contact Phone	213-738-2084
Department Contact Email	rlowery@hr.lacounty.gov
ADA Coordinator Phone	213-738-2057
Teletype Phone	800-899-4099
California Relay Services Phone	800-735-2922

Alternate TTY Phone	800-897-0077
Job Field	Public Safety/Law Enforcement/Probation
Job Type	Professional

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